



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

March 19, 2007

To: Rick Auerbach, Assessor  
Leroy D. Baca, Sheriff  
Margaret Donnellan Todd, County Librarian  
Jonathan E. Fielding, M.D., M.P.H, Director and Health Officer of Public Health  
P. Michael Freeman, Fire Chief  
Russ Guiney, Director of Parks and Recreation  
Carlos Jackson, Executive Director, Community Development Commission  
Marcia Mayeda, Director of Animal Care and Control  
J. Tyler McCauley, Auditor-Controller  
Bruce McClendon, Director of Planning  
Mark J. Saladino, Treasurer and Tax Collector  
Donald L. Wolfe, Director of Public Works  
Margaret York, Chief, Office of Public Safety

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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

From: David E. Janssen  
Chief Administrative Officer

**PROPOSED INCORPORATION EFFORTS**

In February 2007, I met with proponents of incorporation of the East Los Angeles community who indicated that they had been advised by the Local Agency Formation Commission (LAFCO) of the County of Los Angeles to prepare an Initial Fiscal Analysis (IFA) of the proposed incorporation prior to processing an application with the Agency. Based on this request, my staff obtained time estimates from each of your departments as to how long it would take to develop the information the proponents will need to complete the IFA, and your staff is currently in the process of producing this data.

We have now received a similar request from proponents of incorporation of the Stevenson Ranch/Val Verde/Castaic community who have also been advised to develop an IFA by LAFCO. My staff has already been in touch with your unincorporated area departmental liaisons or departmental managers to develop time estimates for producing the data for this request. I understand that a detailed map of the proposed incorporation area is pending and that many of you need this information before you can develop a reliable timeframe estimate.

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We are advised that there may be a third proposed annexation effort in the near future for which similar information would need to be generated. I appreciate the extraordinary workload this unusual coincidence of massive data requests places on your departments. In developing response time estimates, please note that, while we seek to be as responsive as we can to the proponents' requests, this work must be done within existing resources.

Time estimates for producing this data should be cleared by each of you and then forwarded to Dorothea Park of my staff at [dpark@cao.lacounty.gov](mailto:dpark@cao.lacounty.gov). Please call me if you have any questions or your staff may contact Martin Zimmerman of this Office at 213.974.1326 or Ms. Park at 213.974.4283.

Thank you for your assistance with this effort.

DEJ:MKZ:ib

c: Each Supervisor  
County Counsel